

Adams State College
Computing Services

Work Study Job Description

Work Study Job Title: Computing Services Helpdesk Assistant

Job Description: Must be able to help students and faculty/staff with computer related problems or direct them to a staff member in that area of specialty. Create work orders by obtaining correct and detailed information on the problem. Duties include answering the telephone, responding to emails from students, faculty, & staff, sorting mail, basic filing, receiving customers and other duties as assigned.

School/ Department: Computing Services
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